



## SUBCOMMITTEE ON COMMISSION APPOINTMENTS Meeting Minutes

**Date/Time:** Monday, February 5, 2018, at 9:36am

**Where:** City Hall Committee Conference Room

**Attendees:** Councilmembers Nuñez and Phan; Interim City Manager Dianne Thompson; Acting Assistant City Manager/Recreation & Community Services Director Renée Lorentzen; Planning & Neighborhood Services Director Brad Misner; City Clerk Mary Lavelle; and Recording Secretary Rachelle Currie

- I. **Call To Order.** Councilmember Nuñez called the meeting to order at 3:30 pm.
- II. **Flag Salute.** Planning Director Brad Misner led the Pledge of Allegiance.
- III. **Roll Call.** Both Councilmembers and staff are present.
- IV. **Approval of Agenda.** Councilmember Phan motioned, seconded by Councilmember Nuñez, to approve the agenda.
- V. **Public Forum.** None
- VI. **Discussion**
  - 1) **City Commission Organization.** Acting Assistant City Manager Renee Lorentzen presented proposed list of City commissions as discussed from January 29, 2018 meeting. They are as follow:  
Commissions to remain as currently established:
    - a) Bicycle and Pedestrian Advisory Commission
    - b) Library Advisory Commission/Ad Hoc – staff is still looking into JPA requirements, and County set-up for their library districts
    - c) Parks, Recreation & Cultural Resources Commission
    - d) Planning Commission
    - e) Telecommunications Commission
    - f) Veterans Commission  
Commissions proposed to be merged / changed:
    - a) Economic Development and Trade Commission – Sister Cities Commission will be merged with this commission
    - b) Environment and Sustainability Commission – this is the Recycling and Source Reduction Advisory Commission. Staff will assess if this Commission work could be handled internally or if City is better served with a general environment commission
    - c) Housing and Community Development Commission – formerly Community Advisory Commission
    - d) Public Safety Commission where Emergency Preparedness will be an Ad Hoc Committee
    - e) Public Art Ad Hoc Committee
    - f) Youth & Senior Advisory Commission

Arts Commission is proposed to be deleted; Public Art responsibilities will be given to an Ad Hoc Committee while Public Arts Grant and MACG programs will be reviewed by PRCRC. Planning Commission will review major citywide transportation policies.

Councilmember Nuñez asked if Bicycle Commission could be merged with Community Advisory or PRCRC; staff will look into the programs BPAC commissioners participate and will report back to the subcommittee. Councilmember Phan asked to change the Telecommunications name to Technology Commission. Councilmember Nuñez recommended to reappoint all Telecommunications Commissioner whose term expiration dates are highlighted in yellow on the copy of the directory provided at the meeting. City Clerk Lavelle noted that Arun Bakthavatchalam is no longer interested to be in the commission. Councilmember Nuñez recommended to move Alternate 1, Anh Bao, to Albert Alcorn's spot with 2019 term expiration. Albert Alcorn will be placed with a 2018 new term to expire in 2 years. Councilmember Phan agreed.

Subcommittee talked about Commissions budget. Councilmember Nuñez asked Planning Director about Planning Commissioners' membership and if there's a group membership (for the City not just the

commissioners). Mr. Misner responded that there's a group rate for the City and American Planning Association (APA) believes that Planning Commissioners are the ones who go to training. Councilmember Nuñez recommended to set Planning Commission's budget to \$1,000 and come back to Council for additional needs. He also asked when was the last time the City sent a delegation to our sister cities. Staff responded it's been awhile. He was inquiring about the Sister Cities Program budget separate from the \$1,000. Councilmember Nuñez recommended a \$1,000 across the board budget for all commissions including Planning Commission and Sister Cities Commission. Councilmember Phan agreed and wanted to know about the vendor, JP Graphics, relating to business cards.

The last part of this agenda item is the Commissioner Handbook. City Clerk said there's no Commissioner Handbook but it's desirable and helpful to have especially for new commissioners. She will bring a sample at the next subcommittee meeting. Councilmember Nuñez wanted clarification about Commissioner attendance relating to what is excused and unexcused; it would be great to have that incorporated in the handbook. Question and answer about providing business cards to commissioners; staff responded that the expense comes out of the \$1,000 budget as well as nameplates, name tags and some clothing also.

Councilmember Phan asked staff to reach out to School District for joint services / printing and that could perhaps cut costs for both agencies. Interim City Manager Thompson will reach out to the Superintendent. Councilmember Nuñez would like to add this item on the next City/MUSD Joint Communications Subcommittee meeting in March.

Recommendations:

- a) Staff to come back with a proposed City Commissions
- b) All City Commissions to have \$1,000 budget for each fiscal year
- c) Staff to develop an efficient Commissioner Handbook; and for staff to come back with a sample handbook at the next meeting

Councilmember Phan raised the issue of Commissioner serving on one commission only. City Clerk Lavelle said that the rule is already in the Council Handbook that only one commission can serve at a time unless the full Council approved certain commissioner to serve on two commissions at a time.

**2) Planning Commission.** Councilmembers and staff discussed the makeup of the Planning Commission and attendance. Councilmember Nuñez asked if there's any state regulations about Commission attendance. Ms. Lavelle replied none. She then explained the process she takes for those commissioners who have not attended meetings in a while. Councilmember Nuñez would like to reduce number of members without alternate; his explanation is that Planning Commission is a subset of City Council and there's five of them, Planning Commission should also have five.

Recommendations:

- a) Define threshold for how many numbers of meetings they can miss before Council can move to vote for their removal (unexcused/excused)
- b) Staff will take the matters to Planning Commission for discussion at their February meeting.

**3) Commissioner Re-Appointment and New Commissioner Application Update.** Councilmember Nuñez inquired about alternates – seating alternates and participation. Councilmember Nuñez recommends to have a process for alternate; Councilmember Phan agreed.

**4) Council Subcommittees and Special Community Representative Assignments to Committees Discussion.** Councilmember Nuñez thought that when the Parkland (Main Street property) was sold, the Oversight Board would have been disbanded. Staff clarified that there are other sale processes that the body still discuss with the buyers. Mr. Nuñez asked about the South Bay Odor Stakeholders Group; how and when a resident was appointed to represent the City in the meetings. Staff provided a brief background about the appointment of residents to SBOSG. Councilmember Nuñez recommended and Councilmember Phan agreed to appoint Vice Mayor Grilli to be the Council Liaison to Milpitas Chamber of Commerce.

Recommendations:

- a) Cities Association Legislative Action Committee and City Selection Committee – Vice Mayor primary; and Councilmember Phan alternate
- b) VTA Policy Advisory Committee – Councilmember Phan primary (he volunteered himself)

- c) San Jose Treatment Plant Advisory Committee – Vice Mayor Grilli primary and Councilmember Phan as the alternate
- d) Disband City Council Land Use & Transportation Subcommittee
- e) Establish City Council Rules Subcommittee to review Council meeting agendas

**VI. Next Meeting.** Both Councilmembers agreed to schedule another meeting on Friday, February 16 at 9:00am.

**VII. Adjournment.** Councilmember Nuñez motioned, and seconded by Councilmember Phan to adjourn the meeting at 11:26 am.